

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 21/7/22		Prepared by: C. MUKA		Serial no.	
Supplier name: Nitya				HO inward no.	
Firm/Company: MODI PROPERTIES		Project: MPK		HO received date	
PO/WO date: 14/7/22		PO/WO No: 90029		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	136	18/7/22	4895/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A - Bills total (Excluding Transport & Hamali Charges):

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.: 109928	Proof of delivery matches MRN	☐ Yes ☐ No
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Amount B - Other Credits : Transportation charges

Amount C - Other Debits :

Amount D (D=A+B-C) - Amount to be credited to the supplier:

Amount E - PO / WO value: 4895/-

Amount F - Difference (A - E): 4895/-

Quantity received as per PO / WO ☐ Yes ☐ Excess received ☐ Short received ☐ Part received

Close PO / WO ☐ Yes ☐ No - wait for balance material ☐ Other

Payment - due date: 25/7/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	C. MUKA				
Sign:					
Date:	21/7/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit.
 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount 3. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

Authorised Signatory

Release Order

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14-07-2022 15:29:18

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

90029
14.07.22 12:47:25

Supplier Details			
V Green Media Pvt.Ltd. #3-6-530/3, 1st floor, street.no.7, (opp. lane of Minerva coffee shop) Himayathnagar,Hyderabad. GSTIN 36AADCV9375P1ZC 040 - 6646 4477	Doc No	90029	167172
	Doc Date	14-07-2022	
	Quote No		
	Quote Date	14-07-2022	
	SupplyType	Supply	

Kind Attn : Accounts Department

Release Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2501 - Ads and Printing - Classified Display - Others - nos MPL ad in Sakshi Hyd on 16-07-2022	1.00	4,662.00	0.00	5.00	4,895.10
Total Order Value . . .					4,895.10

Rupees : Four Thousand Eight Hundred Ninty Five and Paise Ten Only.

Terms and Conditions :-

Specification / Brand	MPL ad in Sakshi Hyd on 16-07-2022
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	16-07-2022
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penalty For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
Completion Date	16-07-2022
Measurment	NA
Security	.
Remarks	Nil

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **V Green Media Pvt.Ltd.**

Name : _____

Name : _____

Date : ____/____/____

Contact --